

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.
LI 70-10

LI 70-10
RECORDS AND CORRESPONDENCE
Revised 25 April 1974

SUBJECT: Office of Logistics Reporting System

1. GENERAL

This instruction establishes uniform requirements and procedures for submission of periodic reports to the Director of Logistics (D/L) by all Office of Logistics (OL) staffs and divisions. The purpose of these reports is to keep the D/L informed and ultimately provide information required by the Deputy Director for Management and Services (DD/M&S). The quality, selectivity and format of these reports are therefore of considerable importance to ensure that they present a clear, positive picture and provide useful information to the D/L as well as the DD/M&S.

2. PREPARATION AND FORMAT

Three different reports are involved, and the reporting system outlined below will apply:

a. Weekly Reports

- (1) Weekly Reports are required by 1200 hours every Thursday. They should present a concise and complete summary of staff and division activities worthy of the attention of the D/L. These reports will include three sections as follows:

(a) Significant Accomplishments

Tasks of significant importance which were completed during the reporting period.

(b) Significant Goals

Tasks which will be completed within the next reporting period or in the near future. It is important that these objectives be reported in the next reporting period under 2a(1)(a) above, or, if not completed, their progress will continue to be reported under significant goals.

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(c) Logistics Notes

1. Major problems and their impact, with comments as to action taken and/or proposed solution.
 2. Items of similar importance of which the D/L should be aware, as distinguished from day-to-day routine.
- (2) Any topic which the D/L may designate as a matter to be covered in the reports, either on a one-time or recurring basis will be reported either as accomplishments or goals, as appropriate.
- (3) Staffs and divisions will be notified when a single OL coordinator has been designated for a project undertaken by OL, and the coordinator will be the only reporter of project developments. Staffs and divisions will contribute feeder information to the coordinator for the Weekly Reports.
- (4) The original and one copy of each report, typed on Form Nos. 2129 and 2129a, will be forwarded to the D/L, through the Executive Officer (EO), OL, and simultaneously a copy will be routed directly to the Chief, Plans and Programs Staff (P&PS), OL.
- (5) P&PS/OL is directed to:
 - (a) Monitor the reports with special regard to potential and foreseen problem situations;
 - (b) Obtain supplemental and clarifying information from staffs and divisions, as necessary, for a closer review and analysis; and
 - (c) Advise the D/L concerning any matter where action is indicated to ensure timely performance and completion.
- (6) Each topic included in the Weekly Reports will be numbered and presented as a brief, concise statement in the "Item" column. All comments pertinent to each topic will be placed in the "Comment" column. Statistics and similar detailed data will be included only when necessary to amplify or present a clear picture of a significant event or situation.

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b. Daily Reports

Each staff and division will report daily happenings of significant interest to the EO/OL no later than 1500 hours each day. Reports are to be submitted in writing, except for those divisions located outside the Ames Center Building; those divisions may report by telephone. Negative reports are required. Each staff or division will report to the EO/OL by telephone any item of urgency or importance which should be brought immediately to his attention. The telephone message will be summarized as soon as possible in a memorandum for the record and forwarded to the D/L through the EO/OL.

c. Special Reports

Special reports on subjects, functions, or activities which require more comprehensive treatment will be submitted as directed by the D/L.

STATINTL


for FRANCIS J. VAN DAMM
Director of Logistics

S-E-C-R-E-T

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RECORDS AND CORRESPONDENCE
Revised 29 August 1966

SUBJECT: Office of Logistics Reporting System

1. GENERAL

This instruction establishes uniform requirements and procedures for submission of periodic reports to the Director of Logistics (D/L) by all staffs and divisions. The purpose of these reports is to keep the D/L informed and ultimately provide information required by the Deputy Director for Support (DD/S). The quality, selectivity and format of these reports are therefore of considerable importance to ensure that they present a clear, positive picture and provide useful information to the D/L as well as the ~~DD/S~~ *DDM's*.

2. PREPARATION AND FORMAT

Two
~~Four~~ different reports are involved and the reporting system outlined below will apply:

a. Weekly Reports

- (1) Weekly Reports are required by 1200 hours every ~~Monday~~ *Thursday*. They should present a concise and complete summary of staff and division activities worthy of the attention of the D/L. These include:

(a) ~~Significant events, development and trends.~~

- a. ~~(b)~~ Significant accomplishments and contributions to the Agency ~~which occurred during the reporting period~~

b. *Significant goals which will be completed within the next reporting period or in the near future.*

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| GROUP 1 Excluded from automatic downgrading and declassification |
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It is important that these objectives be reported in the next reporting period under a clause, so that the progress be reported under significant goals.

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Legislator Notes:

- (c) Major problems and their impact, with comments as to action taken and/or proposed solution.
- (d) Items of similar importance of which the D/L should be aware, as distinguished from day-to-day routine.
- (d) Any topic which the D/L may designate as a matter to be covered in the reports, either on a one-time or recurring basis. *There will either be reported as accomplishment or goal as appropriate.*
- (2) Staffs and divisions will be notified when a single OL coordinator has been designated for a project undertaken by OL, and the coordinator will be the only reporter of project developments. Staffs and divisions will contribute feeder information to the coordinator for the Weekly Reports.
- ✓ (3) The original and one copy of each report, typed on Form Nos. 2129 and 2129a, will be forwarded to the D/L through the Executive Officer (EO), and simultaneously a copy will be routed directly to the Chief, Planning Staff.
- (4) The Planning Staff is directed to:
 - (a) Monitor the reports with especial regard to potential and foreseen problem situations;
 - (b) Obtain supplemental and clarifying information from staffs and divisions as necessary for a very close review and analysis; and
 - (c) Advise the D/L concerning any matter where action is indicated to ensure timely performance and completion.
- (5) Each topic included in the Weekly Reports will be numbered and presented as a brief, concise statement in the "Item" column. All comments pertinent to each topic will be placed in the "Comment" column. Statistics and similar detailed data will be included only when necessary to amplify or present a clear picture of a significant event or situation. The Monthly Progress Reports (paragraph 2.d. below) have been specifically designed in coordination with the Office of the DD/S as the primary medium for communicating statistical data on OL activities.

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b. "Flash" Reports

Each staff or division will report to the D/L by telephone any item of urgency or importance which should be brought immediately to his attention. The telephone message will be summarized as soon as possible in a memorandum for the record and forwarded to the D/L through the EO.

c. Special Reports

Special Reports on subjects, functions or activities which require more comprehensive treatment, will be submitted as directed by the D/L.

d. Monthly Progress Reports

- (1) Basically, these reports summarize in chart format, where possible, comprehensive statistical data which are now maintained and utilized internally at various levels. The reports are prepared in accordance with detailed guidance received from the Office of the DD/S and reflect information which the DD/S desires on funds, personnel, and work efforts of the following OL functions:

General Management

Logistics Services

Printing Services

Procurement

Real Estate and Construction

Storage and Distribution

- (2) The statistical charts and related information comprising these reports will be maintained on a monthly progression basis by the Planning Staff. Staffs and divisions will

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contribute feeder information, as required by Planning Staff, for the reports. The master copy of the report will be retained by the DD/S and will be updated whenever it is released to OL for this purpose. A second copy will be updated monthly by the Planning Staff, forwarded through the EO for review and retained in OL/PS for reference purposes.



GEORGE E. MELOON
Director of Logistics

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Daily Reports

b. Each staff and division will report ^{daily} ~~what~~ ^{happening} of significant interest to the D/L ~~by~~ no later than 1530 hours each day. ~~Reports~~ Reports are to be submitted ~~in~~ in writing, except for those divisions not located in the Annex Center Building. Those ~~other~~ divisions may report by telephone. Negative reports are required.

c. Last Reports at any

d. Special Reports, at any.

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SUBJECT: Office of Logistics Reporting System
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1. GENERAL

Logistics (04)
This instruction establishes uniform requirements and procedures for submission of periodic reports to the Director of Logistics (D/L) by all *offices of* staffs and divisions. The purpose of these reports is to keep the D/L informed and ultimately provide information required by the Deputy Director for Management and Services (DD/M&S). The quality, selectivity and format of these reports are therefore of considerable importance to ensure that they present a clear, positive picture and provide useful information to the D/L as well as the DD/M&S.

2. PREPARATION AND FORMAT

Three
~~Two~~ different reports are involved, and the reporting system outlined below will apply:

a. Weekly Reports

- (1) Weekly Reports are required by 1200 hours every Thursday. They should present a concise and complete summary of staff and

division activities worthy of the attention of the D/L. These *reports will include three sections as follows:*

- (a) *Tests of significant*
Significant accomplishments, and contributions to the Agency
important which were completed
~~which occurred~~ during the reporting period.

a. Weekly Reports

- (1) Weekly Reports are required by 1200 hours every Thursday. They should present a concise and complete summary of staff and division activities worthy of the attention of the D/L. These reports will include three sections as follows:

- (a) Significant Accomplishments

- Tasks of significant importance which were completed during the reporting period.

(b) ^{Tasks} Significant goals which will be completed within the next reporting period or in the near future. It is important that these objectives be reported in the next reporting period under (a) above, or ^{if not completed, their} ~~that the~~ progress be reported ~~under significant goals.~~

(c) Logistics Notes

1. ~~1.~~ Major problems and their impact, with comments as to action taken and/or proposed solution.

2. ~~2.~~ Items of similar importance of which the D/L should be aware, as distinguished from day-to-day routine.

(2) ~~(2)~~ Any topic which the D/L may designate as a matter to be covered in the reports, either on a one-time or recurring basis. These will either be reported as accomplishments or goals, as appropriate.

(3) Staffs and divisions will be notified when a single OL coordinator has been designated for a project undertaken by OL, and the coordinator will be the only reporter of project developments. Staffs and divisions will contribute feeder information to the coordinator for the Weekly Reports.

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P&PS/OL
(5) The P&PS is directed to:

(a) Monitor the reports with ~~special~~ regard to potential and foreseen problem situations;

(b) Significant Goals

Tasks which will be completed within the next reporting period or in the near future. It is important that these objectives be reported in the next reporting period under ^{2a(1)(a)} ~~the~~ above, or, if not completed, their progress ^{will continue to} be reported under significant goals.

- (2) Any topic which the D/L may designate as a matter to be covered in the reports, either on a one-time or recurring basis ~~the~~ will wither be reported as accomplishments or goals, as appropriate.

and divisions, ^{closer} as necessary, for a ~~very close~~ review and analysis; and

(c) Advise the D/L concerning any matter where action is indicated to ensure timely performance and completion.

(6) Each topic included in the Weekly Reports will be numbered and presented as a brief, concise statement in the "Item" column.

All comments pertinent to each topic will be placed in the "Comment" column. Statistics and similar detailed data will be included only when necessary to amplify or present a clear picture of a significant event or situation. ~~XXXXXX~~

b. Daily Reports

Each staff and division will report daily happenings of significant interest to the ^{E0/DL} ~~D/L~~ no later than 1530 hours each day. Reports are to be submitted in writing, except for those divisions not located ^{outside} in the Ames Center Building. Those divisions may report by telephone.

Negative reports are required.

c. "Flash" Reports

Each staff or division will report to the D/L by telephone any item of urgency or importance which should be brought immediately to his attention. The telephone message will be summarized as soon as possible in a memorandum for the record and forwarded to the D/L through the E0.

d. Special Reports

Special reports on subjects, functions, or activities which require more comprehensive treatment, ⁶ will be submitted as directed by the D/L.

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Negative reports are required. Each staff or division will report to the ~~D/L~~ ^{EO/OL} by telephone any item of urgency or importance which should be brought immediately to his attention. The telephone message will be summarized as soon as possible in a memorandum for the record and forwarded to the D/L through the EO/OL.